

Instructions for completing the 2008 Annual Hospital Staffing Report

1) The 2008 Annual Hospital Staffing Report, is due to the Department of Health no later than January 31, 2008. This report is required per Rhode Island statute as follows:

§ 23-17.17-8 Annual hospital staffing report. – *Annually in the month of January, every licensed hospital shall submit to the Rhode Island department of health, its core-staffing plan. Such plan shall specify for each patient care unit and each shift, the number of registered nurses, licensed practical nurses and/or certified nursing assistants who shall ordinarily be assigned to provide direct patient care and the average number of patients upon which such staffing levels are based.*

For the purposes of this section "core-staffing plan" shall mean the projected complement of nonmanagerial nursing staff that shall be assigned on each shift to a specified patient care unit.

"Nonmanagerial nursing staff" shall mean registered nurses, licensed practical nurses and/or certified nursing assistants who perform nonmanagerial direct patient care functions for more than fifty percent (50%) of their scheduled hours on a given patient care unit.

"Patient care unit" shall mean a designated area for assigning patients and staff for which discrete budget and staffing plans exist.

2) The form consists of a cover page for the hospital and a patient care unit form that must be completed for each patient care unit. Definitions have also been provided to assist with completion.

3) This form has been sent to your hospital as an Excel template. Please complete the form in Excel and save it as an Excel document with a file name identifying your hospital or network. This document will be added into a database at HEALTH, and converted to PDF before it is posted on the HEALTH website.

4) Two versions of this form must be submitted to the Department of Health:

a. An electronic copy in Excel format submitted to: Jay.Buechner@health.ri.gov

b. A paper copy mailed to: Jay Buechner, PhD
Center for Health Data and Analysis
Rhode Island Department of Health
3 Capitol Hill, Room 407
Providence, RI 02908

The paper copy must contain an original signature of the Hospital CEO.

5) For questions, please contact Dr. Buechner at the email address above, or at (401) 222-5115.